

FOIA Email Search Request Form

Information Required

FOIA Request # EPA-R9-2017-006351

a. Title of Search: Alexis Strauss Email Search

b. Search Keywords: lisa_jackson@apple.com

c. Applicable Date Range of Search: October 1, 2016 through March 1, 2017

d. Names and Email Addresses of Custodians

Name	Email	Outside R9? (X)
Alexis Strauss	strauss.alexis@epa.gov	

Names and Email Addresses of Custodians (Separated): N/A

Name	Email	Name of Individual Authorized to Conduct Email Search	Email

List of Editors of Lotus Notes Collection/Process Databases (based on who will process search results - ex: Lead Responder, Attorney, Custodian): N/A

Role:	Name	Email

f. Lead Search POC and Phone Number:
Steven Jawgiel, Assistant Regional Counsel, (415) 972-3876, Jawgiel.steven@epa.gov

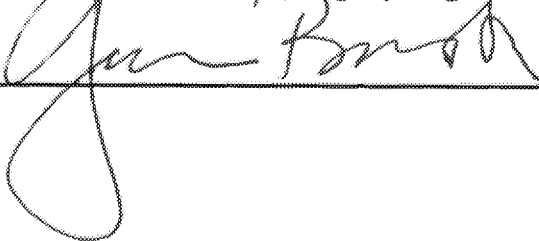
g. Office Making Search Request: ORC

h. Estimated number of documents: 0-5

i. Response Date: May 11, 2017

j. Other Relevant Information

k. Approving Manager:
Gretchen Busterud, Deputy Regional Counsel



Keywords Search Guidelines

- **Keywords** Keywords and phrases can be used to search message content. The logical operators AND, OR, and NOT can also be used. To search for an exact match of a multiple word phrase, enclose the phrase in quotation marks. For example, searching for the phrase "plan and competition" returns messages that contain an exact match of the phrase, whereas specifying plan AND competition returns messages that contain the words plan and competition anywhere in the message. You can also use AQS.

Logical operators such as AND and OR must be capitalized for them to be treated as operators instead of keywords. Use explicit parentheses for any query that mixes multiple logical operators (AND, OR, NOT, etc.) to avoid mistakes or misinterpretations. For example, to search for messages that contain either WordA or WordB AND either WordC or WordD, you must use (WordA OR WordB) AND (WordC OR WordD).

Keep in mind the following advanced tips for Keyword searching:

- **Exact phrases** Use double quotation marks (") to search for exact terms or phrases. For example, "cat and dog" returns messages that contain the exact phrase: cat and dog. The search cat AND dog finds messages that contain both words somewhere in the message. Exact phrases can help find more precise results.

- **Parentheses** Instead of using double quotation marks to represent exact phrases, you can use parentheses to group and search for multiple keywords. For example, (cat dog) finds messages that contain the words cat and dog in any order.

- **Wildcard searches** Prefix wildcard searches are supported. In a prefix search, put an asterisk after the word to locate different versions of the word beginning with those letters. For example, cat* finds any message that contains cat, catalog, category, catalytic, catamaran, and so on.

Suffix searches (*cat) or substring searches (*cat*) are not supported.

- **Boolean operators** The Boolean operators AND, OR, and NOT help create more precise mailbox searches by including or excluding specific words in the search query. Use the following Boolean operators to narrow or broaden search results:

AND Connecting keywords with AND means that all the words are present in each message. For example, cat AND dog finds messages that contain both cat and dog. The AND operator narrows the scope of a search because it requires two or more words to be present. This can result in fewer messages found.

OR Connecting keywords with OR means that a message is found if any of the keywords are present in a message. For example, cat OR dog finds any messages that contain either cat or dog. The OR operator expands the scope of a search because it requires that a message contain only one of the keywords. This can result in more messages found.

NOT Including NOT in a keyword search string requires that the first word or phrase is present, but excludes messages that also contain the second word or phrase. For example, cat AND dog NOT bird finds messages that contain both cat and dog only if they do not contain bird. This narrows the search by eliminating irrelevant messages.

Boolean phrases can also be combined. For example, dog AND NOT (cat OR bird) finds any message that contains dog only if it doesn't contain cat or bird.

Other things to keep in mind when requesting a search:

- **Personal archive** If the personal archive is enabled for a mailbox user, Search also searches the archive mailbox. There is no option in the console to override this. To exclude archive mailboxes, the search will have to be customized.
- **Message types** Only e-mail messages are searched by default. However, the following message types can also be searched: contacts, documents, instant messaging conversations, journal, meetings, and notes.
- **Unsearchable items** Some items cannot be indexed by Exchange Search. These are unsearchable items. Reasons include: lack of an installed search filter for an attached file, a filter error, and encrypted messages. When creating a discovery search, you can include unsearchable items in search results.
- **Encrypted items** Messages encrypted using S/MIME are not indexed by Exchange Search. A search will not search these messages. If the option to include failed items in search results is selected, these S/MIME-encrypted messages are returned as failed items.
- **IRM-protected items** Messages protected using Information Rights Management (IRM) are indexed by Exchange Search and therefore are included in discovery search results. Messages must be protected by using an Active Directory Rights Management Services (AD RMS) server in the same Active Directory forest as the Exchange 2010 Mailbox server for indexing to occur.